



October 2002

Important Health Benefits News for Benefits Administrators

Upcoming Events

OCT

Oct. 24 ♦ Flexible Benefits Sourcebook, Spotlight and other Flex Annual Enrollment materials sent to Benefits Administrators
Oct. 31 ♦ Halloween

NOV

Nov. 1 - 30 ♦ Annual Enrollment for Flexible Reimbursement Accounts
Nov. 22 ♦ Medicare retiree rate notification mailed
Nov. 28 - 29 ♦ Thanksgiving

DEC

Dec. 4 ♦ Last day for processing Flexible Benefits Annual Enrollment elections in BES
Dec. 15 ♦ Annual Report to Employees developed

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B.A. Bulletin

Flex Annual Enrollment Begins November 1

The month of November is the time each year for employees to enroll in Medical and Dependent Care Flexible Reimbursement accounts. Here are a few reminders:

- ♠ Annual enrollment runs from November 1 through November 30. This year, even though November 30 falls on a Saturday, employees will be able to enroll until midnight that day by using EmployeeDirect on the Web at <http://edirect.state.va.us>.
- ♠ Remember that the Thanksgiving holiday occurs for most agencies on Nov. 28 and 29. Employees not using EmployeeDirect should submit completed Flexible Reimbursement Account election forms prior to that time.
- ♠ The last day to key Flex annual enrollment in BES will be Wednesday, December 4, 2002.

Magellan Posters Available

The changes and stress due to state budget cuts heighten the importance and availability of the Employee Assistance Program (EAP). Magellan Behavioral Health is providing EAP posters to Benefits Administrators. To order posters, contact Joe Chodkiewicz by e-mail at jchodkie@magellanhealth.com. Tip sheets on change-related issues will be available soon on the DHRM Web site.

Also, Magellan has a new claims address:

Mid-Atlantic Service Center
PO Box 4930
Columbia, MD 21046-4930



Future Changes for Out-of-Area Exception Forms

Employees in Key Advantage with dependents living outside of Virginia (for example, college students) may file an out-of-area exception form with Trigon to ensure that claims are paid at the highest level of benefits. Effective July 1, 2003, out-of-area exception forms will be accepted only for prospective dates and for no less than a three-month period.

Example: Jane Smith's son, Greg, listed as a dependent on her Key Advantage plan, will attend college in South Carolina beginning in September of 2003. Jane may file an out-of-area exception form on behalf of Greg in August that requests coverage from September 2003 through May of 2004. Had Greg started college in July of 2003, a form filed in August would be accepted but claims would be processed going forward from the date the form was received.

In the Upcoming Spotlight...

- ♠ A summary of Medical Reimbursement and Dependent Care Flexible Reimbursement Accounts, including eligible and ineligible expenses
- ♠ CommonHealth programs presented this fall
- ♠ How the Employee Assistance Program can help employees cope with change
- ♠ A health plan update, including expanded hours for Trigon Member Services.